

Application for Continuing Education Instructor

Application Fee: \$25.00 - Between 10/01/04 and 09/30/05
\$50.00 - Between 10/01/05 and 09/30/06

Name of Instructor Applicant _____

Social Security Number _____ D.O.B. _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____
Work _____ Home _____

Fax: _____ E-mail Address _____

Courses you plan to teach: (Submit course application and fee for elective CE courses.)

Schools where you plan to teach the course(s):

I. Instructor Qualifications: Applicant must possess one of these. Please check the appropriate box below. **DOCUMENTATION MUST BE SUBMITTED.**

- ☐ Bachelor's degree in the field of instruction plus at least two years experience in the field of instruction. **Submit transcript and resume.**
 - ☐ Teaching experience consisting of at least 75 hours in the applicable field within the 3 years immediately preceding the date of the instructor's application plus 3 years full time experience in the field of instruction. **Submit letter from school verifying teaching experience and resume documenting work experience.**
 - ☐ Six years full time experience in a profession, trade or occupation in the applicable field. **Submit resume and copy of an applicable license.**
 - ☐ Any combination of at least six years of full time experience relevant to the applicable field and college level education with course work in the field of instruction. **Submit resume and transcript.**
- (Continued on back)

(Continued on back)

II. Do you hold or have you held a real estate license?: (check below)☐ Yes ☐ No**If yes, please provide the requested information below:**

<input type="checkbox"/> Salesperson	Dates held _____
	States held _____
<input type="checkbox"/> Broker	Dates held _____
	States held _____

III. Important Information:

- If you will be teaching Risk Management, you must use the Commission prescribed outline. All courses must be approved by submission of a Real Estate Continuing Education Course Application and course review fee.
- You can not begin teaching a continuing education course until you receive written approval for the course from the Alabama Real Estate Commission.
- Exams are not required for CE courses. Therefore, any licensee who attends 100% of any approved CE course will receive continuing education credit.
- Names and social security numbers of students attending 100% of courses taken after October 1, 2004 for credit that is due by September 30, 2006 for the issuance of the 2007-2008 license must be electronically entered into CMap (Course Management Application Program) in order for proper credit to be awarded. Students taking courses for activation of their 2005-2006 license must be issued original CE Certificates of Completion to be kept on file in their office.
- Attorney General Opinion 98-0066 cites applicable federal and state laws and says that the Alabama Real Estate Commission is required to collect the Social Security number of those who receive a license, certificate, permit or other authorization to engage in a profession, occupation, or commercial activity. This means approved instructors must furnish their Social Security numbers.

Signature of Instructor

Date